



PERMANENT & TEMPORARY SERVICES

2105 Cromley Circle
Unit A
Myrtle Beach, SC 29577

P (843)626-7970
F (843)626-7974
ihtstaffing.com

IMPORTANT FOR EMPLOYEE: BY EXECUTING THIS FORM, EMPLOYEE AGREES TO TERMS AND CONDITIONS OF INNOVATIVE HIRING TECHNOLOGY, INCORPORATED AND CERTIFIES THAT THIS FORM IS TRUE AND ACCURATE AND THAT NO INJURIES WERE SUFFERED

EMPLOYEE SIGNATURE	
PRINT EMPLOYEE NAME	
SOCIAL SECURITY NUMBER	

ASSIGNMENT COMPLETED? YES NO
AVAILABLE FOR WORK? YES NO WHEN AVAILABLE

IF AVAILABILITY NOT INDICATED, IT MAY BE ASSUMED THAT I AM NOT AVAILABLE.

1. Type or use ballpoint pen. Press hard, you are making 2 copies.
2. Use a separate time record for each week, each client, each pay rate.
3. Must be signed by authorized representative of client company.

PLEASE DO NOT ADVANCE ANY MONEY TO EMPLOYEE

						TOTAL HOURS WORKED	
INITIAL	DATE	DAY	TIME STARTED	TIME FINISHED	LESS LUNCH	REGULAR	OT
	/	MON					
	/	TUES					
	/	WED					
	/	THUR					
	/	FRI					
	/	SAT					
	/	SUN					
TOTAL HOURS FOR WEEK TO NEAREST 1/4 HOUR							
<small>CLIENT TO DRAW LINE THROUGH ANY BLANK SPACES ABOVE</small>							

IMPORTANT FOR CLIENT BY EXECUTION OF THIS FORM, CLIENT CERTIFIES THAT HOURS SHOWN ARE CORRECT, WORK WAS DONE SATISFACTORILY AND THAT CLIENT AGREES TO THE TERMS AND CONDITIONS ON THE REVERSE SIDE OF THIS FORM. PLEASE DRAW LINE THROUGH UNUSED SPACES ABOVE

CLIENT COMPANY	DEPT.
AUTHORIZED SIGNATURE	
PLEASE PRINT NAME	TITLE

WHITE OFFICE

PLEASE SEE AGREEMENT ON REVERSE SIDE

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